# TRANSITION CENTER

**ETS**
**CHAPTER**
**MEDICAL**
**RETIREMENT**
**OFFICERS**
**DD FORM 214**

# PROCESSING

- **MILITARY TO CIVILIAN LIFE**
- **RESPONSIBLE FOR:**
  - **ORDERS**
  - **DD FORM 214**
- **COPELAND CENTER, ROOM B309**

***CUSTOMER SERVICE 287-3513***

***michael.redwine@us.army.mil 287-3382***

# OPERATIONS

**CUSTOMER SVC**
**0800-1130**
**1230-1400**

**DD FORM 214 BRIEFING**

- **ETS**
- **CHAPTER**
- **MED SEP**

**0730**

- **OFFICER**
- **ENL RETIRE**
- **MED RETIRE**

**APPOINTMENT**

**RECEIVE DD FORM 214 *ONE* DAY PRIOR TO PTDY/LV OR *ON* SEPARATION DATE**

***KNOW YOUR CAC PIN NUMBER.***
***DD FORM 214 DIGITALLY SIGNED!!!!!!***

***KNOW YOUR AKO ACCOUNT***

***DD FORM 214 BRIEFINGS HOURS AND DATES MAY VARY ON TRAINING HOLIDAY***

# ETS

- WORKSHEET (HANDOUT)
  - EMAIL ADDRESS
  - PHONE NUMBER
  - # DAYS TAKING LV
- DA FORM 31
- NOT AUTHORIZED PTDY. PDMRA YES IF IN CONJUNCTION WITH TERMINAL LEAVE. REDUCTION IN FORCE AUTHORIZED PTDY
- PROMOTION ORDERS /DA FORM 4187/ARTICLE 15
- DD FORM 93/SGLV
- CHECK **AKO** FOR ORDERS
- RETENTION CHANGES **ETS** DATE

# CHAPTER

- LEGAL REVIEWS
- CDR APPROVES
- UNIT DETERMINES SEPARATION DATE

- ORIGINAL CHAPTER
- WORKSHEET
- POC FOR CHAPTER

- PAY STOPS ON SEP DATE
- DATES CAN BE CHANGED
- SOLDIER GOES AWOL UNIT CLEARS

- PTDY/LV (SOME CHAPTERS AUTHORIZED)

- MISSING DOCUMENTS
  - AWOL
  - CONFINEMENT
  - PROMOTION
  - DEMOTION

- ESCORT FOR:
  - CHAP 9, 10, 13 & 14

- BAR FROM FORT HOOD IF
  - DRUG RELATED CHAPTER
  - OTHER THAN HONORABLE CONDITIONS

- DFR NO DD FORM 214

# MEDICAL

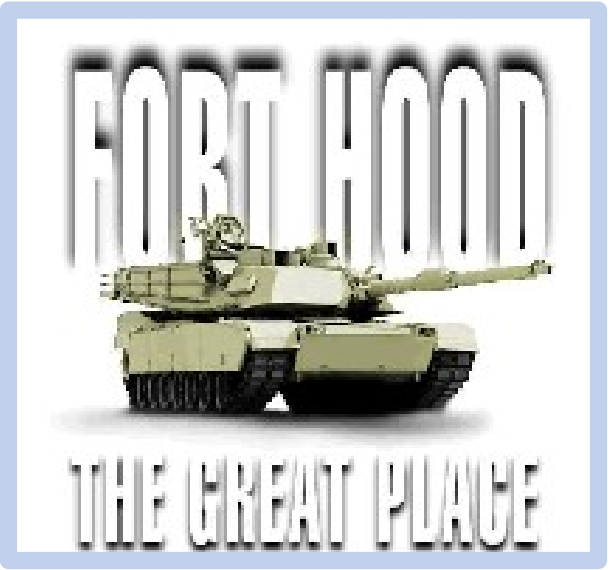
- PHYSICAL DISABILITY BRANCH (PDB) APPROVES
- TC CUTS ORDERS & DD FORM 214 FOR ALL SOLDIERS
- DOCUMENTS NEEDED FOR ORDERS
  - APPROVAL FROM PDB
  - PTDY/LEAVE AUTHORIZATION

- WTB SOLDIERS (not cadre)
  - SFAC PROVIDES
    - ✓ CLEARANCE PAPERS
    - ✓ ORDERS
    - ✓ DD FORM 214

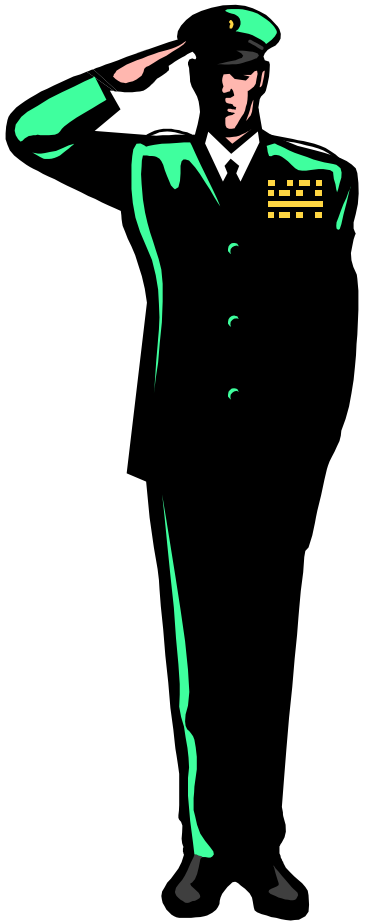
- SOLDIERS NOT IN WTB
  - TC PROVIDES
    - ✓ ORDERS
    - ✓ DD FORM 214

# ENLISTED RETIREMENT

- RETIREMENT REQUEST SUBMITTED 9 TO 12 MONTHS PRIOR TO REQUESTED DATE
- NEED DA FORM 4187 AND DA FORM 31
- CALL YOUR TECHNICIAN FOR APPOINTMENT
- OPTIONAL:
  - ERB
  - LES
  - PERSONNEL FILE



# OFFICERS



- UNQUALIFIED RESIGNATION & CHAPTERS
  - PROCESSED THROUGH S1/G1 (APPROVED BY HRC)
  - TRANSITION CENTER WILL ASSIST WITH:
    - SEPARATION ORDERS
    - DD FORM 214
- RETIREMENT
  - TRANSITION CENTER WILL ASSIST WITH:
    - MFR
    - FORWARD TO HRC
    - RETIREMENT ORDERS
    - DD FORM 214
- MEDICAL SEP/RETIRE
  - TRANSITION CENTER WILL ASSIST WITH:
    - ORDERS
    - DD FORM 214

TECHNICIANS

287-9664

287-7002

287-6099

# DD FORM 214

## HISTORY OF MILITARY SERVICE

† DEPLOYMENT

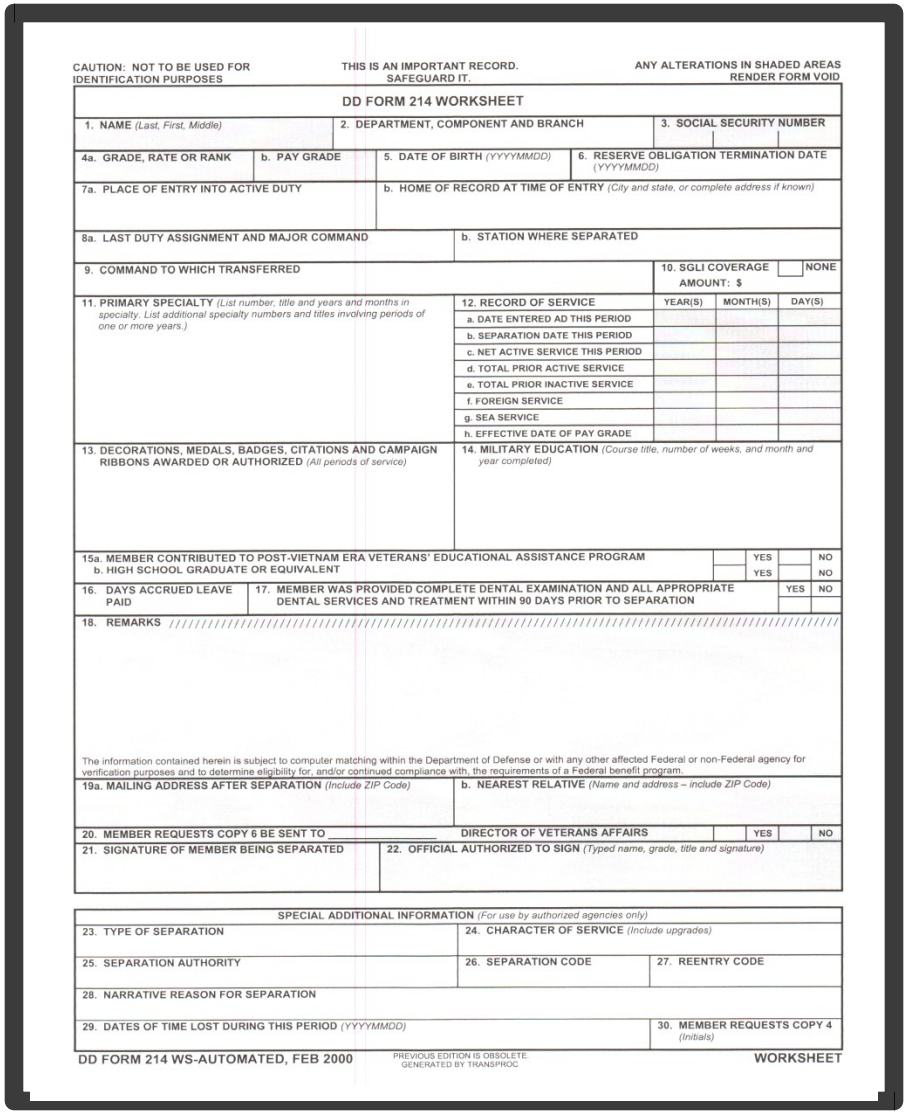
† AWARDS

† SCHOOLS

† PROMOTION

† CHARACTER OF SERVICE

† MOS



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES — THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. — ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

DD FORM 214 WORKSHEET

| | | |
|---|---|---|
| 1. NAME (Last, First, Middle) | 2. DEPARTMENT, COMPONENT AND BRANCH | 3. SOCIAL SECURITY NUMBER |
| 4a. GRADE, RATE OR RANK / b. PAY GRADE | 5. DATE OF BIRTH (YYYYMMDD) | 6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD) |
| 7a. PLACE OF ENTRY INTO ACTIVE DUTY | b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) | |
| 8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND | b. STATION WHERE SEPARATED | |
| 9. COMMAND TO WHICH TRANSFERRED | 10. SGLI COVERAGE AMOUNT: $ / NONE | |

| 11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) | 12. RECORD OF SERVICE | YEAR(S) | MONTH(S) | DAY(S) |
|---|---|---|---|---|
| | a. DATE ENTERED AD THIS PERIOD | | | |
| | b. SEPARATION DATE THIS PERIOD | | | |
| | c. NET ACTIVE SERVICE THIS PERIOD | | | |
| | d. TOTAL PRIOR ACTIVE SERVICE | | | |
| | e. TOTAL PRIOR INACTIVE SERVICE | | | |
| | f. FOREIGN SERVICE | | | |
| | g. SEA SERVICE | | | |
| | h. EFFECTIVE DATE OF PAY GRADE | | | |

| 13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) | 14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed) |
|---|---|

| | | | | |
|---|---|---|---|---|
| 15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM | | YES | | NO |
| b. HIGH SCHOOL GRADUATE OR EQUIVALENT | | YES | | NO |
| 16. DAYS ACCRUED LEAVE PAID | 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION | YES | | NO |

18. REMARKS

The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for verification purposes and to determine eligibility for, and/or continued compliance with, the requirements of a Federal benefit program.

| | |
|---|---|
| 19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code) | b. NEAREST RELATIVE (Name and address – include ZIP Code) |

20. MEMBER REQUESTS COPY 6 BE SENT TO _____ DIRECTOR OF VETERANS AFFAIRS — YES — NO

| | |
|---|---|
| 21. SIGNATURE OF MEMBER BEING SEPARATED | 22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) |

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

| | | |
|---|---|---|
| 23. TYPE OF SEPARATION | 24. CHARACTER OF SERVICE (Include upgrades) | |
| 25. SEPARATION AUTHORITY | 26. SEPARATION CODE | 27. REENTRY CODE |
| 28. NARRATIVE REASON FOR SEPARATION | | |
| 29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) | | 30. MEMBER REQUESTS COPY 4 (Initials) |

DD FORM 214 WS-AUTOMATED, FEB 2000 — PREVIOUS EDITION IS OBSOLETE. GENERATED BY TRANSPROC — WORKSHEET

**USED FOR**
- CIVILIAN JOB
- COLLEGE
- VA BENEFITS
- HOME LOANS

ETS, CHAPTERS, MEDICAL SEP BRIEFING

0730

DAILY

OFFICERS & RETIREMENTS APPOINTMENT

**DON'T LEAVE FORT HOOD WITHOUT YOUR DD FORM 214!!!**

# DD FORM 214

- **BRING TO BRIEFING:**
  - **CLEARING PAPERS W/ GREEN STAMP**
  - **FINANCE SEPARATION SHEET (GET FROM FINANCE)**
  - **ACAP CHECKLIST (DD FORM 2648)**
  - **DA FORM 31 (LEAVE AND/OR PTDY)**
  - **DD FORM 93 & SGLV**
  - **NG OR RESERVE CONTRACT**
  - **MFR FOR DEPLOYMENTS IF ERB/ORB IS NOT UPDATED**
  - **KNOW *PIN* NUMBER ON *CAC CARD***
  - **UPDATED ERB/ORB AND**

    **"LOVE ME BOOK"**
    - ✓ **AWARDS**
    - ✓ **MILITARY SCHOOLS**
    - ✓ **PROMOTION ORDERS**
    - ✓ **REDUCTION (ARTICLE 15)**
    - ✓ **DOCUMENTS TO UPDATE DD FORM 214**

# DD FORM 214

- **NO** *CHILDREN* ALLOWED IN TRANSITION CENTER OR THE BRIEFING. YOU WILL NOT BE SERVICED

- GROUP BRIEFING MAY LAST UP TO 6 HOURS

- **DO NOT** MAKE ANY ***IMMEDIATE*** PLANS, APPOINTMENTS, OR TRANSPORTATION ARRANGEMENTS THE DAY YOU RECEIVE DD FORM 214

# ISSUES

- **DOR E4 & BELOW (ERB & LES)**
- **CURRENT OR UPDATED DD FORM 93 & SGLV**
- **PHASE 1 PHYSICAL NOT COMPLETED (288-8888)**
- **REVIEW AND CORRECT ERB/ORB**
- **SOLDIER GOES AWOL, UNIT CLEARS SOLDIER**
- **KNOW YOUR “PIN” NUMBER ON CAC CARD, DIGITAL SIGNATURE ON DD FORM 214**
- **DO NOT LEAVE FORT HOOD WITHOUT YOUR *DIGITALLY SIGNED DD FORM 214!!!***

# TRANSITION CENTER

***Customer Service 287-3513***